

Training Program

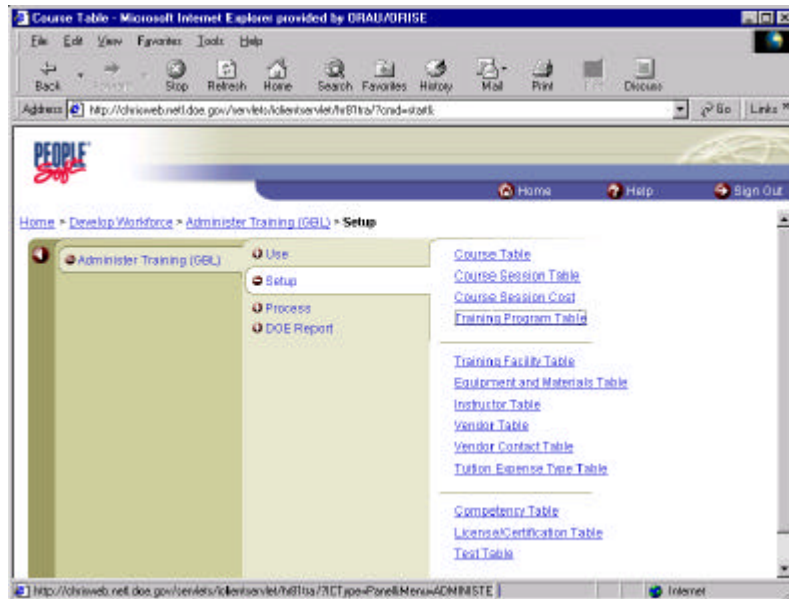
The course requirements necessary to satisfy a specific program, such as the Acquisition Career Development or the Technical Leadership Development Program, can be entered on the "Training Program Table." Although Department-wide programs will be entered by the Office of Training and Human Resource Development, "Training Programs" may also be used for local developmental programs.

Note: Verify that the training program is not already in the system prior to adding a new program.

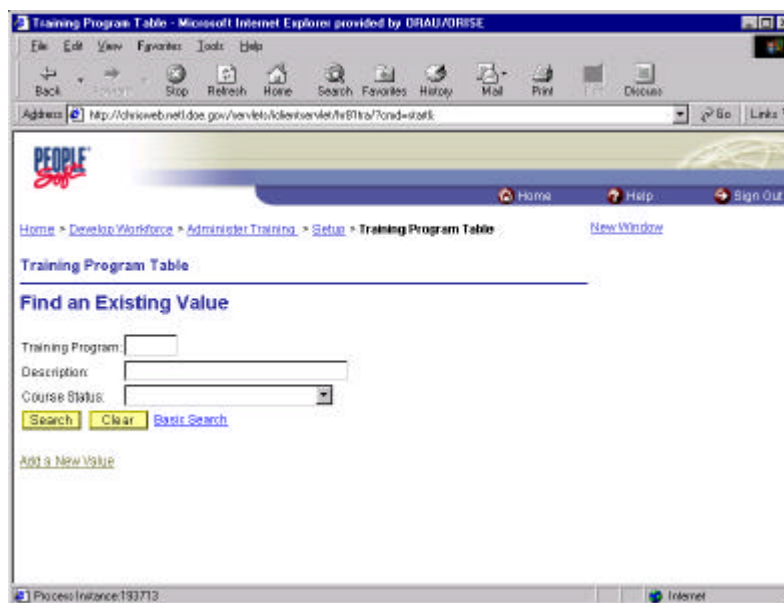
Adding a Training Program

To add a program:

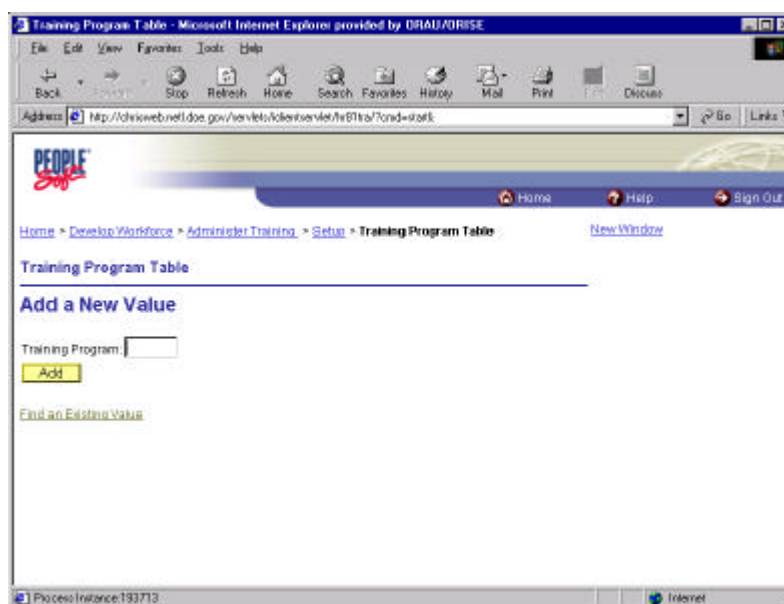
1. Click on "Administer Training (GBL)."
2. Click on "Setup."
3. Click on "Training Program Table."



The “Training Program Table” “Find an Existing Value” screen is displayed.



4. Click on “Add a New Value.”



5. Enter a three- to five-letter identifier (i.e., ADP or TLDP) for the new training program.

6. Click the “Add” button.

The “Training Program Table” screen is displayed.

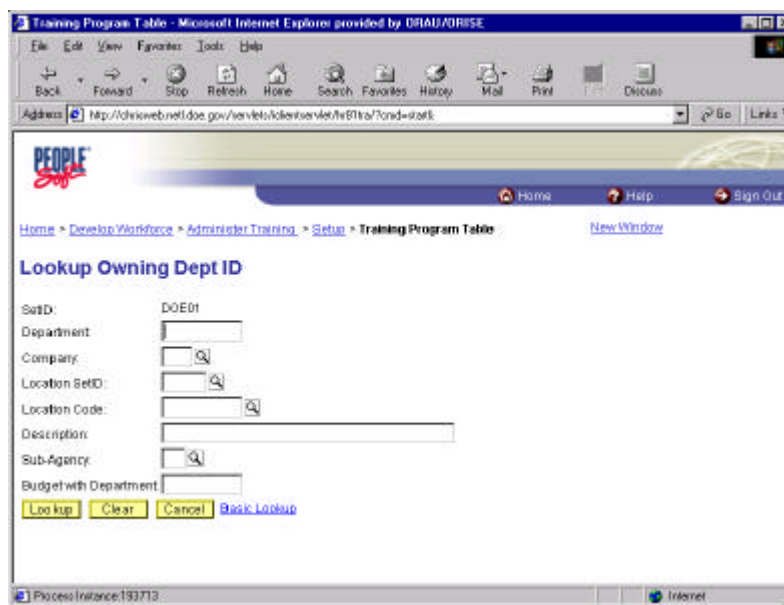
Leave the program status field (“Pgm Status”) “Active” (the default).

7. Tab to the “Description” field and enter a description (30 char. max).
8. Tab to the “Short Title” field and enter a short title (usually the initials of the training program).
9. For the “Creation Date,” either accept the current date (which is the default), key in a different date, or click on the calendar icon and select a date.

A “Revision Date” field is to the right of the “Creation Date” and will show later updates to the training program.

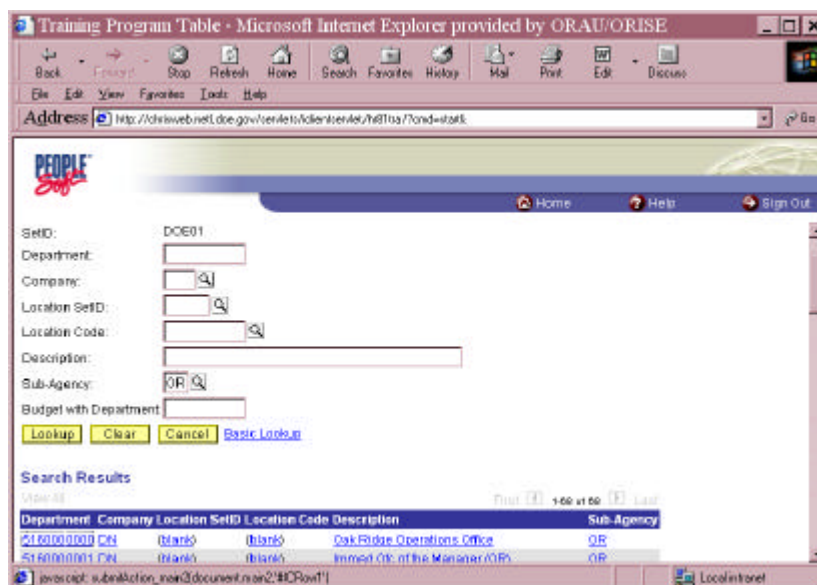
The “Business Unit” field will default to “DOE01” and should not be changed.

10. Tab to the “Owning Dept ID” field and click on the magnifying glass.



The “Lookup Owning Dept ID” screen is displayed.

11. Enter your Sub-Agency i.e. OH, SR, EM and click on the “Lookup” button.



The “Lookup Owning Dept ID” “Search Results” is displayed.

12. Select the appropriate “Description.”

The “Owning Dept ID” field will automatically be filled in.

Training Program Table - Microsoft Internet Explorer provided by ORAU/DRISE

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print FTP Discuss

Address http://chicweb.net.doe.gov/services/identifiers/fe61tra/?cond=staff Go Links

PEOPLE Soft

Home Help Sign Out

Home > Develop Workforce > Administer Training > Setup > Training Program Table [New Window](#)

Training Program Table

Program Code: LDP

Program Status: Active

Description: Leadership Development Short Title: LDP

Creation Date: 01/29/2002 Revision Date:

Business Unit: DOE01 US DOE


Owning Dept ID: 001 SACDAAA Office of the Secretary of Energy

Comment: Leadership development program. Generally should be completed within two years.

Training Program

Sequence	Course Code	Description	Required
1			

Process Instance: 133713 Internet

13. Tab to the “Course Code” field and enter the appropriate course codes, inserting as many rows as necessary by clicking on the .

The selected course is displayed.

Training Program Table - Microsoft Internet Explorer provided by ORAU/ORISE

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://chr1web.net/dss.gov/servlets/identServlet?hr01new?cond=staff Go Links

PEOPLE Soft

Home Help Sign Out

Program Code: LDP

Pgm Status: Active

Description:

Creation Date: 03/19/2002

Business Unit: 00001 US DOE

Owning Dept ID: 010010000 Public Affairs Office

Revision Date:

Comment:

Sequence	Course Code	Description	Required
1	000055	Designing Writing & Meas Part	<input checked="" type="checkbox"/>
2	000062	Understanding Project Mgmt	<input type="checkbox"/>
3	000079	Proj Mgmt for Spt Staff	<input type="checkbox"/>

As necessary, place a number by each selected course to indicate the Sequence in which the courses must be completed.

Click in the “Required” box if each course is required.

Training Program Table - Microsoft Internet Explorer provided by DRAU/DRSE

Address: http://chrishweb.net/doe.gov/service/chrishweb/chrish/7cmd=starf

PEOPLE Soft

Home Help Sign Out

Description: Leadership Development Short Title: LDP

Creation Date: 01/29/2002 Revision Date:

Business Unit: DOE01 US DOE

Owning Dept ID: 001SACDAAD Office of the Secretary of Enr

Comment: A leadership development program. Generally should be completed within two years.

Sequence	Course Code	Description	Required
1	000001	Supervisor Development Program	<input checked="" type="checkbox"/>
2	000031	Team Leader Training	<input checked="" type="checkbox"/>
3	000037	Managing Personal Growth	<input checked="" type="checkbox"/>

Save Go Up

Process Instance:193713 Internet

15. Click the “Save” button.

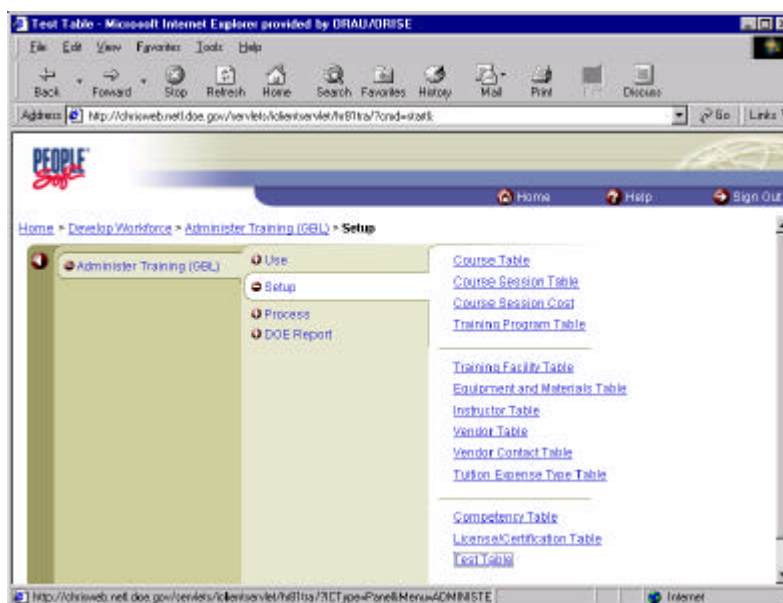
Test Table

Locally held or developed tests can be tracked in CHRIS.

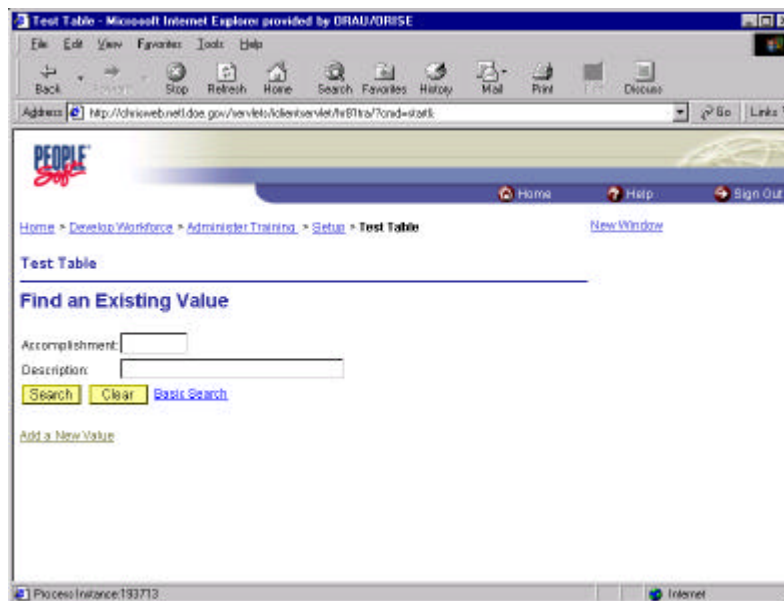
Note: Verify that the test is not already in the system prior to adding a new test.

To add a Test to CHRIS:

1. Click on “Administer Training (GBL).”
2. Click on “Setup.”
3. Click on “Test Table.”

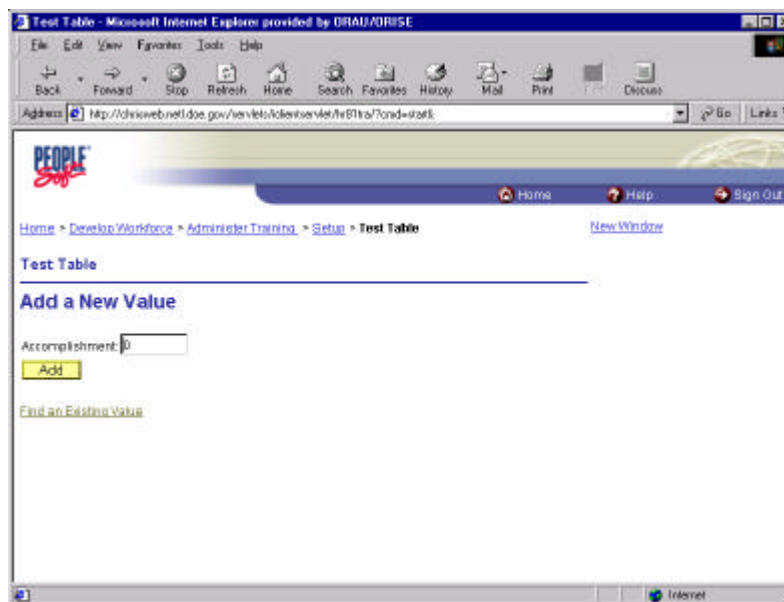


The “Test Table” “Find an Existing Value” screen is displayed.



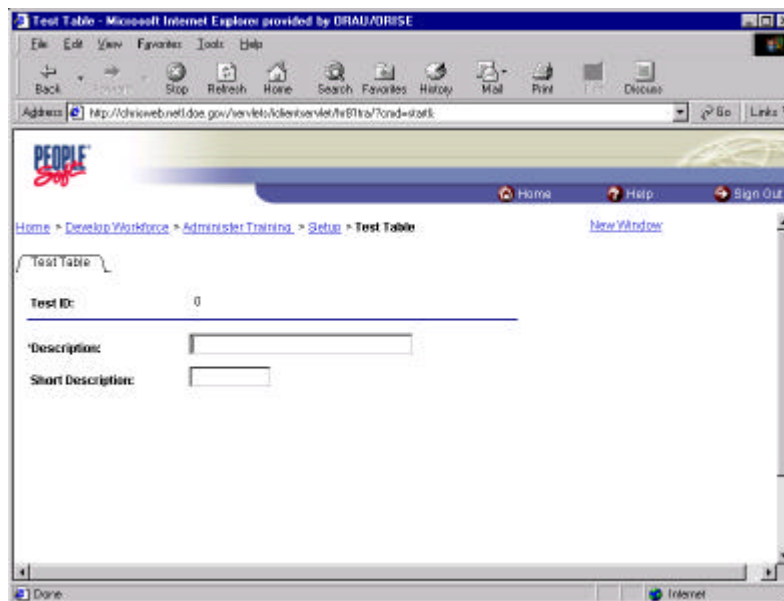
4. Enter a three- to five-letter identifier (e.g., CPS, for Certified Professional Secretary) in the “Accomplishment” field.
5. Click on “Add a New Value.”

The “Test Table” screen is displayed.



6. Click the “Add” button.

The “Test Table” screen is displayed.

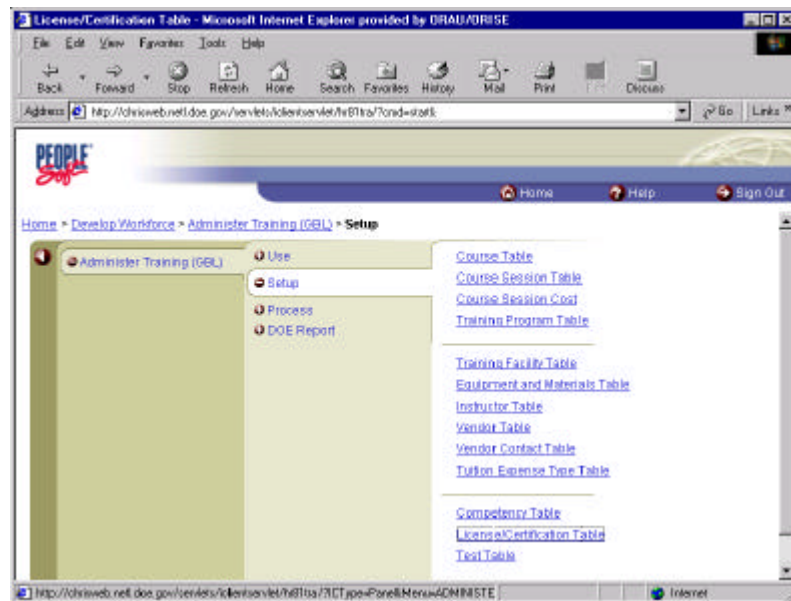


- Complete the “Description” and “Short Description” fields.
- Click on the “Save” icon. (The system will automatically assign a “Test ID” number.)

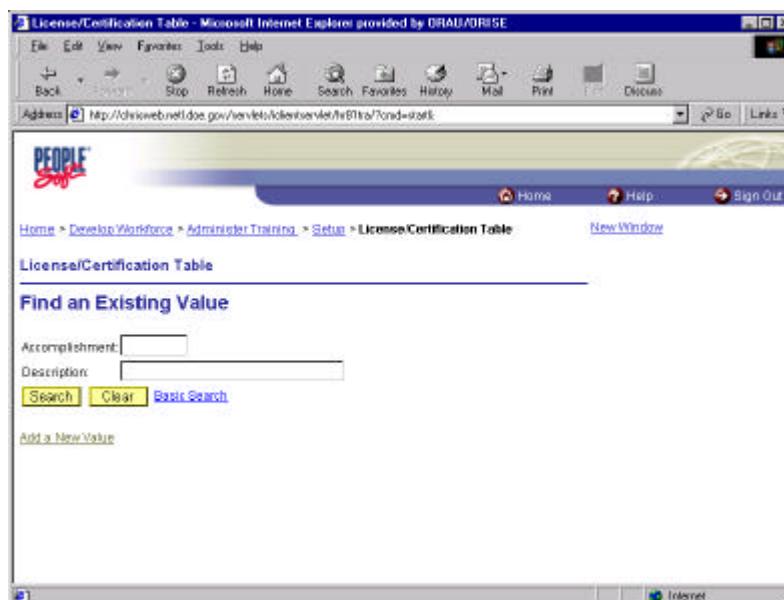
Adding License/ Certification

Licenses and certifications are used to identify the area of expertise for individual instructors. To add a license or certification to CHRIS:

1. At the “Administer Training (BGL)” screen, click on “Setup.”
2. Click on “License/Certification Table.”

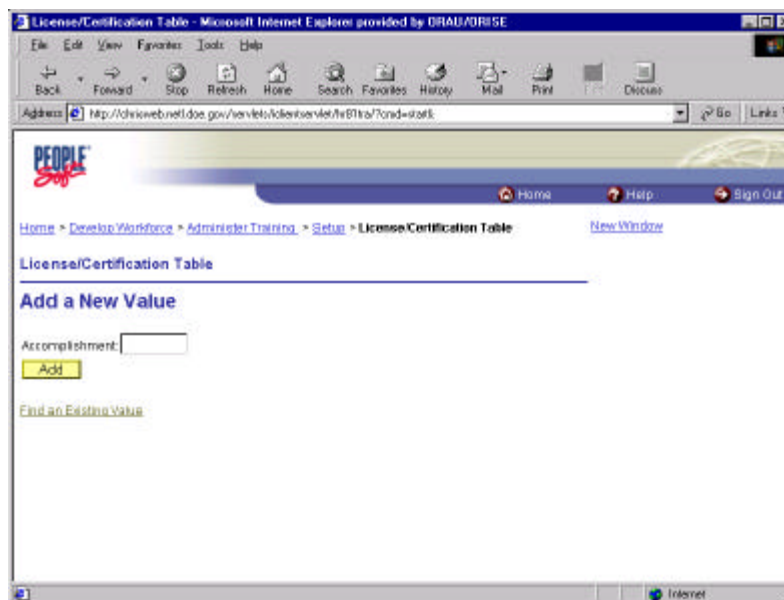


The “License/Certification Table” is displayed.



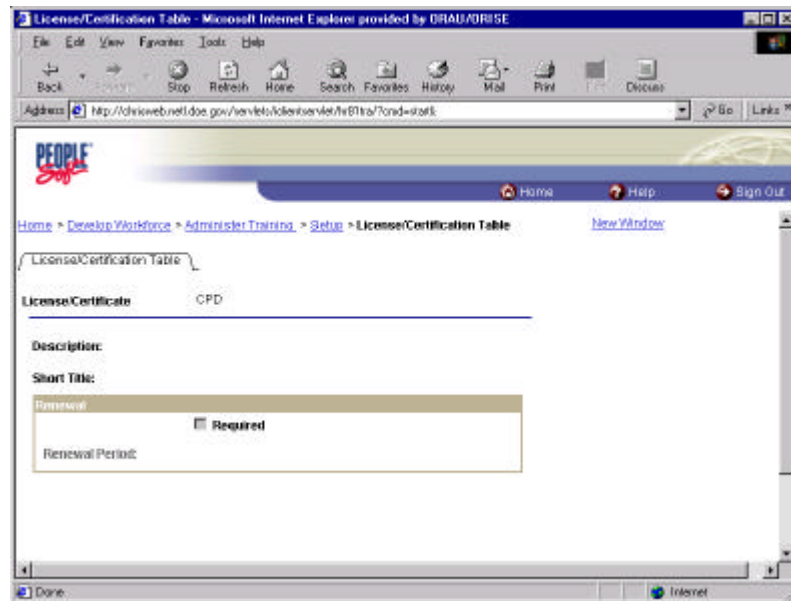
3. Click on the “Add a New Value” link.

The “License/Certification” screen is displayed.



4. Enter a three-to-five letter identifier (e.g., CPS, for Certified Professional Secretary) in the “Accomplishment” field.
5. Press the “Add” button.

The “License/Certification Table” is displayed.



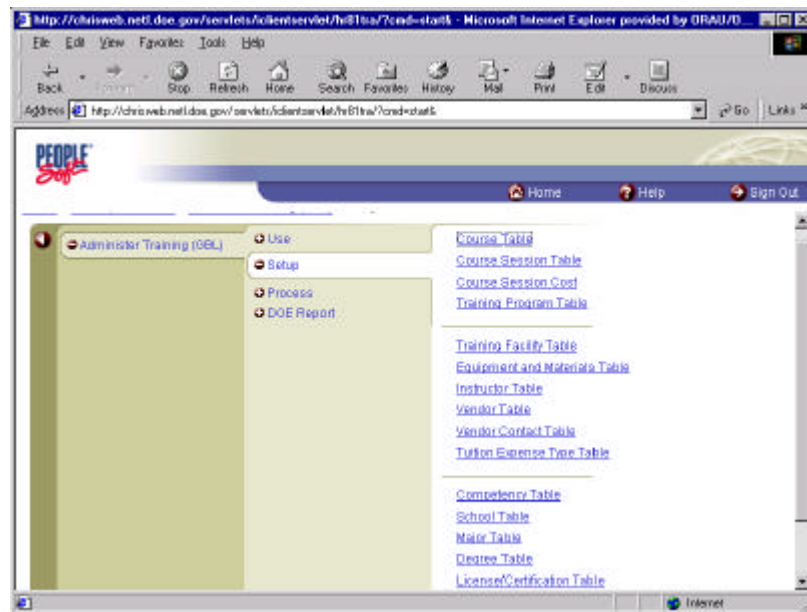
6. Enter a description in the “Description” field.
7. Tab to the “Short Title” field.
8. Enter a short title.
9. Click in the box to the left of the “Required” field if the license or certification requires renewal.
10. Tab to the “Renewal Period” field.
11. Enter the time period for renewal.
12. Click on “Save.”

**Updating License/
Certification**

It may be necessary to update or modify a license or certification.
To modify or update a license or certification:

At the “Administer Training” screen.

1. Click on “Setup.”
2. Click on “License/Certification.”



The “License/Certification Table” “Find as Existing Value” screen is displayed.

The screenshot shows a web browser window titled "License/Certification Table - Microsoft Internet Explorer provided by ORAU/ORISE". The address bar shows the URL "http://chrisonweb.net/doe.gov/services/clientservice/fe01tra/?ond=starik". The page has a "PEOPLE" logo and navigation links: Home, Help, Sign Out. Below the navigation bar, there is a breadcrumb trail: Home > Develop Workforce > Administer Training > Setup > License/Certification Table. The main heading is "License/Certification Table". Below it is the sub-heading "Find an Existing Value". There are two input fields: "Accomplishment:" and "Description:". Below these fields are three buttons: "Search", "Clear", and "Basic Search". At the bottom of the form area, there is a link "Add a New Value".

3. Enter the three-to five-letter identifier in the “Accomplishment” field.
4. Click on the “Search” button.

The “License/Certification Table” is displayed.

The screenshot shows the same web browser window, but now displaying the details of a selected license/certificate. The breadcrumb trail is the same. The main heading is "License/Certification Table". Below it, there is a table with the following information:

License/Certificate	CPS
Description:	Cert Professional Secretary
Short Title:	Prof Bacy
Renewal	<input checked="" type="checkbox"/> Required
Renewal Period:	

5. Enter the necessary modifications.

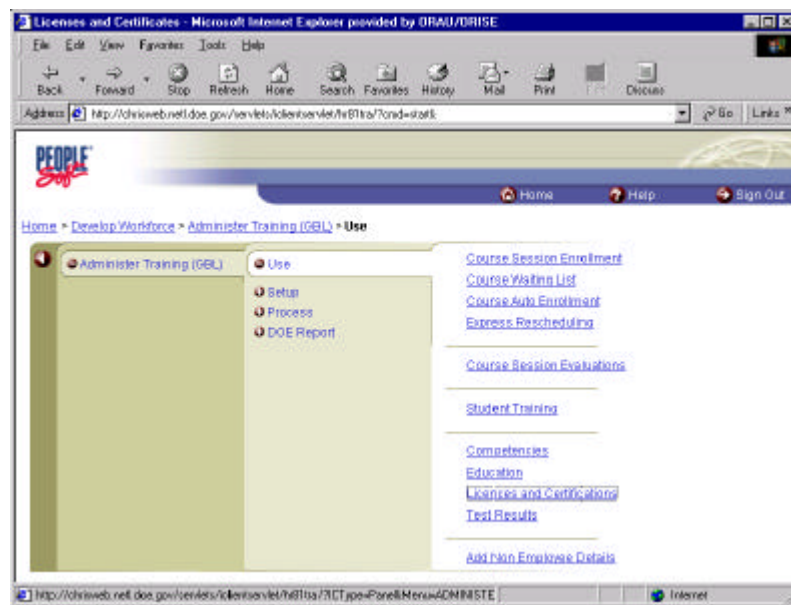
6. Click on the "Save" button.
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**Recording a
License/
Certification for
an Employee**

To assign a license or certification to an employee, use the following process.

From the “Administer Training” screen:

1. Click on “Use.”
2. Click on “Licenses and Certifications.”



The “Licenses and Certifications” screen is displayed.

3. Enter the employee's ID number or perform a search using the name or last name data field.
4. Click on the “Search” button.
5. Key in the requested data for all data fields.

6. Click on the “Save” button.